

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Regulation
No. 420-2

10 February 2004

Facilities Engineering
POST CEMETERY OPERATIONS

1. PURPOSE. The purpose of this regulation is to establish policy and procedures for the operation of the Post Cemetery.

2. REFERENCES.

- a. AR 210-190.
- b. TM 10-287.

3. RESPONSIBILITIES.

- a. Directorate of [Public Works \(DPW\)](#). DPW is responsible for overall maintenance and operation of the Post Cemetery. This includes all functions outlined in AR 210-190.
- b. [Adjutant General](#) is responsible for--
 - (1) Determining eligibility of personnel to be buried in the Post Cemetery.
 - (2) Appointing Survivor Assistance Officers (SAOS) and instruct SAOS to coordinate burial arrangement with [DPW](#).
- c. [Directorate of Plans Training and Mobilization \(DPTM\)](#) is responsible for providing Military Honors.
- d. The [Public Affairs Officer](#) is responsible for promoting the applicable contents of this regulation to interested parties such as retired associations, funeral homes located in the immediate community, and other activities as required.

4. HOURS OF OPERATION. Normal operating hours for the Post Cemetery is 0930-[1500](#), Monday through Friday. Fort Sill will only schedule one funeral at a time within the Post Cemetery.

* This publication supersedes USAFACFS Regulation 420-2, 1 March 1974.

5. PROCESSING REQUESTS FOR INTERMENT. The Army [Casualty Office](#) (580-442-4014) is the installation point of contact for all requests during duty hours. After duty hours, you can contact the on-duty Survivor Assistance Officer through the Field Officer of the Day. Other installation activities receiving these requests will refer the requester to Army [Casualty Office](#). Upon receipt of a request for burial in the Post Cemetery, the Army [Casualty Office](#) representative will--

a. Determine if the deceased is eligible for burial in the Post Cemetery.

b. Upon determination of eligibility--

(1) Notify DPTM ([442-4783](#)), if military honors will be required.

(2) Notify the [DPW Cemetery Administrator](#) of request and point of contact (funeral home, next-of-kin, etc.) for arranging burial ([442-6720/3608](#)) during duty hours.

6. BURIAL PLOT RESERVATIONS AND INTERMENT METHODS. Conduct burial plot reservations and interment methods in accordance with the provisions of AR 210-190 and TM 10-287. The use of flowers and plants in the Post Cemetery will be in accordance with procedures outlined in appendix A. [DPW](#) will provide information contained in appendix A to the next-of-kin not later than 15 days after interment and signs posted in the Cemetery enunciating the policy contained in appendix A.

APPENDIX A

POLICY ON PLACEMENT OF FLOWERS, PLANTS AND VASES IN FORT SILL CEMETERY

1. [Directorate of Public Works \(DPW\)](#) will police, and will remove trash, dead flowers, and flower receptacles (except those flower receptacles that are permanently installed) on a periodic basis.

2. The placement of floral items on graves other than at time of interment is subject to the following:

a. You may place fresh flowers on graves at any time.

b. You may place artificial flowers on graves during the period from 10 October through 15 April. Christmas wreaths or grave blankets are permitted during the Christmas season only and you must remove them no later than 1 March.

c. You may place potted plants on graves during the period 10 days before to 10 days after Easter Sunday.

d. [Directorate of Public Works](#) personnel will normally remove floral items as soon as they become faded and unsightly. During the mowing season, 15 April through 10 October, DPW will remove and dispose of all natural flowers or displays on the first and third Friday of each month. Should redemption of these items be desired, you should remove them prior to these dates.

e. You may use temporary flower containers for natural flowers. DPW will remove them from the grave when the unsightly flowers are removed as described herein.

f. Do not secure floral items and other types of decorations to headstones or markers.

g. DPW has approved only one type of flower container for permanent use on a grave including graves used for group burials. You may install permanent type flower vases on graves 1 year after interment. These containers will be an approved type such as shown in figure 1. Relatives may purchase permanent vases if desired, and cemetery maintenance personnel will install them. Repair or replacement of such vases will be done at no cost to the Government. You must use vases mounted on approved private headstones at any time for natural or artificial flowers.

h. Plantings will not be permitted on graves at any time.

i. Do not place statues, vigil lights, glass objects of any nature, and any other type of artificial commemorative items graves at any time.

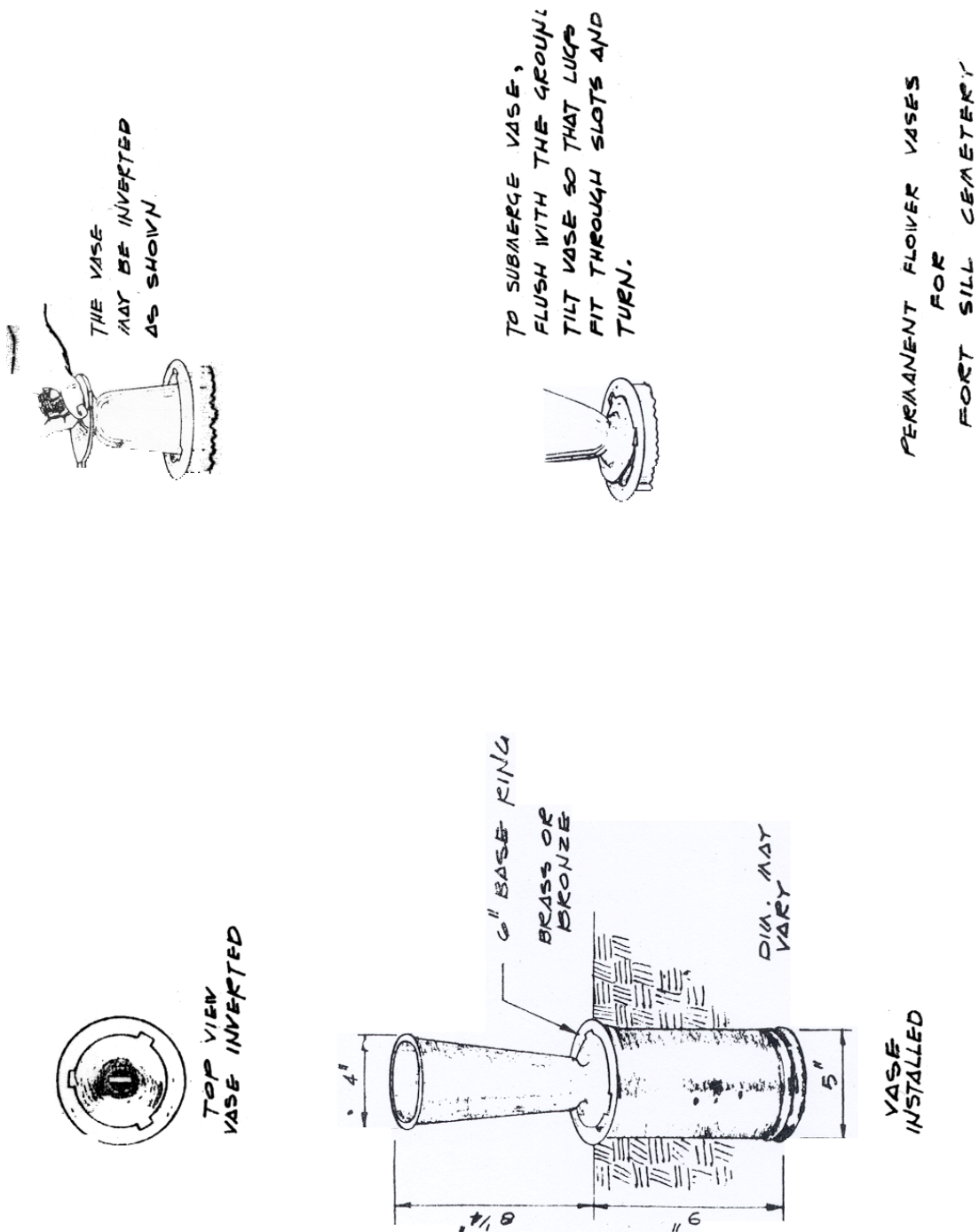


Figure 1. Approved Flower Container

(ATZR-E)

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